

Alternative Schools Reminders

Star Rating Appeals 2013

- **Time Frame:**
 - Appeals window starts on Monday, June 10th and closes at 5:00 p.m. on Wednesday July 10th, 2013.
 - All access to the appeal system will be closed at 5:00 pm MST on the 10th.
- **System Provisioning:**
 - The person who completes the appeals at the school needs to be provisioned to log on to the Star Rating Appeals site.
 - If an error message is received, or if the screen displays “not available until August”, the person has not logged on correctly. Schools should work with district Superintendents and IT personnel to acquire provisioning into the system.
- **Individual Student Appeals:**
 - Each student must be appealed separately. The SDE cannot upload a document containing multiple students to include in the system during the appeals window.
 - Schools must only fill in the boxes corresponding to the data being appealed within the web application itself to complete the appeal.
 - If sufficient documentation is not included for each student, the appeal is denied.
- **Sufficient Documentation:**
 - Schools must submit documentation for every appeal.
 - Documentation may be hard copy or electronic. Electronic uploads are preferred.
 - Mailed documentation must be postmarked on or before July 10th.
 - Indicate the documentation is being mailed in the comments section on the appeal site.
 - For Post-Secondary appeals an excel spreadsheet including all student information will be accepted.
 - All AP, IB, Dual Credit, and Tech Prep appeals must have sufficient documentation; i.e. articulation agreement with an institution/accrediting agency or certification documentation that the class is a verified AP or IB course, or is accepted for Dual Credit or Tech Prep credit at the higher education level. Senior Projects do not count as Dual Credit or Tech Prep.
 - Upload the Excel spreadsheet as an attachment with the first student’s information,
 - Students still must be appealed separately
 - Only students being appealed at the school should be included on the Excel spreadsheet. If a spreadsheet with containing all students in the school is included it will not be accepted.
 - Additional Validation of data is necessary in the following format:
 - Transcripts
 - Testing summary pages
 - Additionally, a letter on school letterhead stating that the information in the Excel document is true and valid for all students must be submitted. That letter must be signed and dated by the school administrator. The letters will be kept on file in case of any discrepancy in appeals.

- **Post-Secondary and Career Readiness** (applies to 11th and 12th grade students only)
 - The highest course grade will be applied for any course (AP, IB, Tech Prep and Dual Credit). Schools should only appeal one course per student, as only the highest grade course will be taken into consideration.
 - Non-diploma seeking foreign exchange students may be exempted from this category. Diploma seeking foreign exchange students are not exempt from accountability measures.
 - Any AP, IB, Tech Prep or Dual Credit taken in 10th grade will not be counted and is thus not appealable.
 - Students, who receive a “pass” in a tech prep “pass/fail” course, can be appealed as getting a “C or better.” On the appeals site schools must mark the students with a “P” for the grade and then the “P” will be translated in the appeals system as a “C or better.”
 - If a student is not continuously enrolled (entered into school 56 consecutive days after the first day of school or start of program) or has been withdrawn.
- **College Entrance/Placement Exams** (applies to 11th grade students only)
 - A school cannot appeal a student who took the ACT, SAT, ACCUPLACER or COMPASS in their 10th or 12th grade years.
 - SAT data for students who registered and took the SAT on SAT School Day with a valid EDUID will be uploaded into the Star Rating System. If a student does not have a College Entrance Exam score, documentation must be provided in order to appeal the score for the student.
 - Only one test will be accepted for an appeal even if the student took more than one test (i.e. ACT and SAT),
 - Include the highest score obtained on the allowable test in the appeal.
 - Students may be exempted from the College Entrance Exam requirement, upon appeal if they meet one or more of the following conditions:
 - LEP and have been in a program for 3 years or less;
 - SPED and have been excused from the College Entrance Exam requirement due to a needed accommodation which is not provided on the assessment (e.g. The College Board denied the accommodation request);
 - Took the ACCUPLACER Diagnostic Test. This test was allowed for juniors to meet the Graduation requirement in Board Rule, but only the ACCUPLACER Placement test will be calculated in the Star Rating system.
 - Non-diploma seeking foreign exchange students Diploma seeking foreign exchange students are not exempt from accountability measures,
 - Not continuously enrolled (entered into school 56 consecutive days after the first day of school or start of program) or withdrawn before the test date.
- **Graduation Rate**
 - Appeals for graduation rates were completed in February 2013
 - The only appeals accepted in this field are to report that the Star Rating site is not displaying the AYP graduation rate that is currently displayed on the SDE website.